



CITY OF LODI COUNCIL COMMUNICATION

AGENDA TITLE: Approve Resolution Adding a Position (Fire Plans Examiner) and Appropriating \$80,000 in the Community Development Department.

MEETING DATE: August 1, 2007

PREPARED BY: Deputy City Manager

RECOMMENDED ACTION: Approve Resolution adding a position (Fire Plans Examiner) and appropriating \$80,000 in the Community Development Department.

BACKGROUND INFORMATION: The proposed Fire Plans Examiner position was not included in the 2007-08 budget approved by the City Council on May 31, 2007. Since the position was not included in the budget nor was it listed as an authorized position in the "Positions Summary", staff is asking for Council approval based on a perceived need to fill this new position. If approved, this position will allow for a "one stop approach" for the review of plans and the inspection of building improvements by the Building Division of the Community Development Department. Currently, the review of plans for fire sprinklers and other fire prevention related elements of building plans is done by the Fire Department. The Fire Department has not had an individual trained in this element of plan review and has sent plans to an outside professional for this review. The consolidation of the review of all elements of the building plans within the Community Development Department will allow for less time in "plan review" and should result in a more efficient and less costly process. Since this position would take the place of the review by an outside professional, it would also mean the reduction of the use of outside consultants.

Exhibit A shows the duties and qualifications for this position. Based on this job description and other elements of the position, it would be designated by the City Manager to be part of the Mid-Management bargaining unit. If approved, the salary range for the Fire Plans Examiner would be \$56,544 to \$70,596 annually. It is anticipated that it will take approximately two months from the time of City Council action to recruit and fill for the position. The requested appropriation encompasses the salary and benefits for nine months of fiscal year 2007-08 for this new position.

FISCAL IMPACT: The salary and benefits for the position for an entire fiscal year would be approximately \$105,000. If approved, the impact in the current year would be for nine months and \$80,000. Although there will be efficiencies that will result from this operational change, the budgets in the two departments effected (Fire and Community Development) would not be reduced at this time.

FUNDING AVAILABLE: The increase of \$80,000 in the Community Development Budget would come from the General Fund and would result in an increase in the transfer amount from the General Fund to the Community Development Fund.

The Appropriation (Budget) adjustments would be as follows: Increase Community Development Fund appropriations by \$80,000 and transfers from other funds (General Fund) by \$80,000.

James R. Krueger, Deputy City Manager

Attachment

APPROVED: _____
Blair King, City Manager

RESOLUTION NO. 2007-_____

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING THE
ADDITION OF A FIRE PLANS EXAMINER POSITION IN THE
COMMUNITY DEVELOPMENT DEPARTMENT

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the addition of a Fire Plans Examiner position in the Community Development Department, which will be incorporated into the Mid-Management bargaining unit; and

BE IT FURTHER RESOLVED, that the Lodi City Council does hereby approve the job specification for the Fire Plans Examiner, as shown on Exhibit A attached hereto; and

BE IT FURTHER RESOLVED, that the City Council hereby approves the salary range as follows:

<u>Fire Plans Examiner</u>				
S T E P				
A	B	C	D	E
\$4840	\$5082	\$5336	\$5603	\$5883

BE IT FURTHER RESOLVED, that funds be appropriated as follows: Increase Community Development Fund appropriations by \$80,000 and transfer from other funds (General Fund) \$80,000.

Dated: August 1, 2007

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I hereby certify that Resolution No. 2007-_____ was passed and adopted by the Lodi City Council in a regular meeting held August 1, 2007, by the following vote:

AYES: COUNCIL MEMBERS –

NOES: COUNCIL MEMBERS –

ABSENT: COUNCIL MEMBERS –

ABSTAIN: COUNCIL MEMBERS –

RANDI JOHL
City Clerk

CITY OF LODI

August ----- 2007

FIRE PLANS EXAMINER**DEFINITION**

Under general direction of the Building Official, performs professional fire protection activities of a complex nature involving the plan review and field inspection of the fire related aspects of commercial, industrial and residential building construction and new development projects to ensure conformance with applicable laws, ordinance, standards, plans, specifications, and departmental regulations. This position is located in the Community Development Department.

DISTINGUISHING CHARACTERISTICS

This classification is generally certified as a Fire Plans Examiner by the International Fire Code Institute (IFCI) and is familiar with and can apply the various codes, ordinances, and state laws.

SUPERVISION EXERCISED AND RECEIVED

Receives direction from the Building Official, beginning with specific direction and evolving toward general direction as experience and training progress. May exercise supervision when assigned.

ESSENTIAL AND MARGINAL FUNCTIONS

Duties may include, but are not limited to the following:

- Examines residential, commercial, industrial, civil improvement drawings, fire sprinklers and fire alarms drawings as well as other fire protection equipment submitted for a fire permit for compliance with the California Building Code, California Fire Code, NFPA standards, and local codes and ordinances;
- Minimal inspection of residential, commercial, and industrial building projects at various stages for compliance with all pertinent codes, regulations, and ordinances; issues fire permits;
- Answers questions regarding building and fire code regulation at the counter and on the telephone;
- Coordinates the plan checking process with other departments as needed.
- Informs and instructs owners and contractors on corrections required during the plan check process;
- Produces clear, precise correction notices pursuant to job site field inspections; Interacts with architects and engineers on matters pertaining to codes, and regulations.

QUALIFICATIONS:**Knowledge of:**

- Detailed content of CA building and fire codes, National Fire Protection Association (NFPA) Standards such as NFPA 13 for fire sprinklers and NFPA 72 for fire alarms, ordinances, and state laws; as well as other fire protection equipment
- Fire protection plan review principles and practices as applied to all types of residential, commercial and industrial buildings; attributes and characteristics of building structure and construction practices in the City of Lodi;

Ability to:

- Read and interpret commercial or industrial plans;
- Answer questions and provide clarification about issues related to California and NFPA fire codes;
- Work with and review structural designs or plans;
- Ability to plan review civil improvement drawings for access and water supply, building construction drawings for fire and life safety requirements, fire protection drawings, and fire alarm drawings.
- Safely operate a motor vehicle on public or private roads and around a construction site;
- Comply with and strengthen construction site safety procedures and practices;
- Establish and maintain effective working relationships with the general public, co-workers, and with members of the public from diverse cultural and linguistic backgrounds;
- Supervise and direct other employees and/or contractors;
- Confer with engineers, architects, contractors, etc;
- Prepare correspondence, maintain files and records;

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Equivalent to the Completion of high school or General Educational Development certificate (GED).

Experience:

Two years of progressively responsible experience in plan review or fire inspection

or

One year of plan review or fire inspection experience and completion of CA State Fire Training classes Fire Prevention 1A, 1B and 1C.

LICENSES AND CERTIFICATES:

In possession of a Building Plans Examiner Certificate issued by the International Code Council (ICC), Fire Inspector I or II Code Institute (IFCI) or Plans Examiner by the California State Fire Marshal Office is highly desirable.

In possession of a valid Driver's License (Class C) issued by the California Department of Motor Vehicles.

WORKING CONDITIONS

Environmental Conditions- Office environment, may be required to travel from site to site.

Physical Conditions- Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, bending and stooping for prolonged periods of time; using various office equipment including a computer screen and keyboard.

FLSA Status: NON-EXEMPT